

# The Service Beacon

*A monthly publication for FSIS field and headquarters employees.*

U.S. Department of Agriculture  
Food Safety and Inspection Service

December 1998  
Volume 2, Number 7

**bea-con** (be ken) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

## DIRECTOR'S CORNER

### Happy Holidays

*by Ron Hicks*

*Office of Management*

*Telephone: 202-720-4425*

As you know, shortly the Federal Government will be officially celebrating Christmas and New Year's Day. During this period, celebrated by all of the various religious and cultural groups, I truly wish each and every one of you a safe and happy holiday season and hope you enjoy a prosperous 1999.

### Occupational Safety and Health Program Update

*by Glen Durst*

*Administrative Services Division*

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During 1999, we intend to address the deficiencies in both the issuances and training instruments regarding the FSIS occupational safety and health program. The first phase of this process is to outline a rational structure for the subsequent development of detailed directives and training materials.

Attachment 1 is our initial division of the FSIS Occupational Safety and Health Program into 18 elements with a brief description of the content of each. Our outline reflects the structure of the Occupational Safety and Health Administration

(OSHA) standards affecting FSIS inspection and compliance activities.

I would appreciate your input into this process by providing any comments that you may have on these 18 elements. You may contact Tom Wright, Environmental, Health and Safety Branch on 202-720-3845 or by e-mail with your feedback.

### Fiscal Year 1999 Budget

*by M. Ray Bolyard*

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Although the FSIS 1999 appropriation represents an increase over the 1998 level (See the next article by Marianne Okal), a number of Agency unfunded mandates and increased costs will challenge each one of use to remain within the operating budget. To accomplish this, travel and operating expenses have been severely restricted. Also, restrictions will be imposed on hiring of permanent full-time employment. The staffing of non-inplant positions will be authorized on hiring one person for every three separations. We plan on providing the Administrator and other managers with monthly status of funds reports to assure that spending throughout the fiscal year is consistent with the target allowances provided to each organization and district.

Under the Anti-Deficiency Act, it is the responsibility of the Administrator and top FSIS managers to assure that the Agency operates within our appropriation. If we all practice conservative and responsible spending, we can still accomplish our mission and meet the needs of the public, as we have always done in the past. Putting restraints on our spending now will help ensure that we do not face a severe deficit problem by the end of the fiscal year.

## BUDGET

### 1999 Appropriations Actions

*by Marianne Okal*

*Budget and Fiscal Services Division*

*Telephone: 202-720-2912*

On October 21, 1998, the President signed into law the Omnibus Consolidated and Emergency Supplemental Appropriations Act of 1999, which provides FSIS with \$616.986 million for the fiscal year (FY) ending September 30, 1999. The FY 1999 appropriation is \$28.07 million more than the FY 1998 net appropriation. Of this amount, nearly \$16 million will fund the cost of the January 1999 pay raise. Additional funding is included for the President's Food Safety Initiative. A top priority of this Administration, the President's Food Safety Initiative has been instrumental in increasing Congressional support

and funding for key Agency initiatives. For FY 1999, the FSIS portion of the initiative will focus on supporting HACCP implementation in both the Federal and State inspection programs. FSIS will extend the Field Automation and Information Management (FAIM) project to the Cooperative State Inspection Program, prepare and deliver training for State inspection personnel, and increase the pathogen detection capability of State laboratories to assist States in meeting HACCP requirements. Increased funding in FY 1999 will support small plant HACCP initiatives, the HACCP Inspection Models Project, and increased laboratory testing as well as required training and travel. In addition, FSIS will increase its outreach to consumers through food safety education and will initiate food safety education and risk assessment efforts at the producer level to carry out the farm-to-table strategy.

The Agency has completed its review of 1999 appropriations action to develop program targets and is completing funds allocation, which will be monitored for needed adjustments throughout the fiscal year.

## CIVIL RIGHTS

### Special Emphasis Program Managers

by Arthur Simmons  
Civil Rights Division  
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A Special Emphasis Program Manager (SEPM) is a member of the management team. The individual is expected to review agency policies, practices, and procedures to identify those that discriminate against their specific targeted group; and analyze the setting, develop, and present

workable solutions to management. The SEPM wears many hats, i.e., subject matter expert, staff advisor, fact finder, information source, and program advocate. Therefore, individuals selected for this position must remain objective and operate in a professional manner at all times.

Federal Agencies are required by law to have three special emphasis programs:

- the Hispanic Employment Program (HEP),
- the Federal Women's Program (FWP), and
- the Disabilities Employment Program (DEP).

The Department has identified special emphasis programs for other minority groups, i.e., African Americans, Asian Pacific Americans, and American Indians.

There are two primary goals of special emphasis programs. They are to eliminate discriminatory practices, and to assure the target group is appropriately represented throughout the workforce. Special Emphasis Program Managers perform a number of tasks to assist in reaching program goals:

- Evaluate and make recommendations to management on practices that result in disparate treatment or disparate effect/adverse impact on certain groups.
- Evaluate and ensure the target group is appropriately represented throughout the workforce. This is accomplished by identifying employment barriers, or past discriminatory practices which have resulted in a manifest imbalance (lower than parity) or conspicuous absence (almost nonexistence) of minorities, women and persons with

disabilities in all levels and occupations in the workforce.

- Recommend specific actions to management removing the barriers and/or minimizing their impact.

Any question concerning the SEP can be directed to the appropriate Equal Employment Specialists located in the Districts or the Headquarters SEPM listed as follows:

Beverly J. Broady  
Federal Women's Program Manager (FWPM)  
USDA, FSIS, Civil Rights Division  
Room 1144-South Building  
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Washington, DC 20250  
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Fax: 202-205-0588  
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American Indian Program Manager (AIPM)  
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Beltsville, MD 20720  
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Disability Employment Program Manager (DEPM)  
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## TRAVEL

### VISA Travel Card Activation

#### Nears: What Cardholders Must Do by Sue Ayers

*Budget and Fiscal Services Division  
Telephone: 202-720-9851*

Conversion from the American Express (AmEx) charge card to the NationsBank VISA card is now in full swing. NationsBank has begun three separate mailings to all AmEx cardholders whose accounts are in good standing, not suspended or canceled. It is entirely possible for some cardholders to receive one of the mailings out of its intended order or to not receive one at all. In either case, most of these problems can be resolved. To ensure that this entire travel card conversion process goes smoothly, all cardholders are cautioned that *they must fulfill certain requirements upon receipt of the VISA card and other NationsBank correspondence.*

The first mailing is a notification letter that the VISA card is coming soon. It provides an 11-digit verification code number that is to be used to confirm receipt of the VISA as soon as it arrives. This is done by using the toll-free number (1-800-311-7810) 24 hours a day, 7 days a week. For security purposes, this notification letter comes in a nondescript envelope. Concerns are that some cardholders may think this is junk mail and throw it away or that some cardholders may never receive the letter. In either case, receipt of the VISA card can be verified without the 11-digit code number if that becomes necessary. NationsBank will request certain personal information that only the appropriate cardholders can provide.

The second mailing will include the VISA card, information about the program and its benefits, the "Agreement" between the employee and NationsBank, and a snap-out signature card. Cardholders should immediately call NationsBank to verify receipt of their VISA cards. Next, they should read the "Agreement" thoroughly, sign and date the signature card, and return it to NationsBank in the postage-paid envelope provided. The signed-and dated-signature cards provide acknowledgements that the cardholders understand the terms and conditions of the "Agreement." Failure to do so will result in deactivation of cardholders charge privileges. (*This is a mandatory Federal Government requirement.*) Due to the short timeframe in this conversion process, NationsBank will provide a "grace period" beyond the November 30 date, as stated.

The third mailing will provide personal identification numbers (PIN's) for obtaining *authorized official travel cash withdrawals* from automated teller machines (ATM's). Cardholders may personalize their PIN's by contacting NationsBank if

they wish to make them easier to remember. There will be greater access to ATM's and merchants that accept the VISA card than was the case with the AmEx card, as VISA is accepted at over 400,000 locations and over 14 million merchant locations worldwide.

Regarding other issues of the NationsBank program, the U.S. Department of Agriculture (USDA) is not participating in the "Travelers Check Program." USDA has also reduced the credit limit of \$25,000 as stated on some of the correspondence. That adjusted limit is quite adequate for all Federal Government travelers who follow the expected practice of (a) promptly submitting their travel claims within 5 days of completion of their TDY assignments and (b) promptly paying their travel charge card accounts in full upon receipt of their travel reimbursements.

To assist Agency employees on charge card questions and concerns and to maintain better reviews and controls of all VISA charges and cash withdrawals, the Agency is establishing Alternate Agency Program Coordinators (Alternate APC's) for each of the Agency's Programs. Those APC's are currently being briefed on their duties and training will be scheduled shortly. Information on their names, telephone numbers, and office addresses will be provided within the near future. NationsBank hopes to set up their electronic account Government ledger system, "EAGLS," so cardholders can access their own account information in the future.

In review, cardholders should:

- (a) look for their VISA cards to arrive in the mail;
- (b) immediately call on the toll-free number to verify receipt of their cards;

- (c) sign, date, and immediately return their signature cards confirming acknowledgment of the terms and conditions of the "Agreement;" and
- (d) contact NationsBank if they want to personalize their PIN's.

If any cardholders have not received their VISA cards by November 25 and their AmEx accounts were in good standing, they should contact NationsBank on their customer-service line of 1-800-472-1424 as their card could have possibly been lost or stolen in the mail. Also, if any names were misspelled on the VISA cards, the cardholders should contact NationsBank on the customer-service line above.

Finally, all VISA cards will be activated for authorized and official travel expenses at 7:01 p.m. E.S.T. on November 29. (That is 12:01 Greenwich Mean Time, November 30.) All cardholders should then cut-up and destroy their AmEx charge cards for they can no longer be used for any charges.

### Alert For All Travelers

The Travel Management Center (TMC) that is used for making official travel reservations must have all travelers' new VISA account numbers entered into their profiles before any tickets can be issued after the AmEx charge card contract expires at 7 p.m. E.S.T. on November 29.. (The TMC for Washington, DC employees is the AmEx Travel Office located in Arlington, VA.)

### Use of Contract Fares

by Cheryl Fentress  
Budget and Fiscal Services Division  
Telephone: 202-720-6280

Contract fares cannot be used for any leg of a trip involving personal travel when combining official and personal travel. When making travel reservations, it is the

responsibility of the individual making the reservations to inform the travel agent of any deviation from the most direct route between the official duty point and the temporary duty point. This allows the travel agent to price the ticket correctly, since contract fares may not be used for any legs of travel to or from unauthorized points. (Unauthorized in this sense means points at which official business will not be conducted.) The traveler is responsible for any excess travel cost for the portion of the personal travel and any excess travel time should be charged to annual leave.

### Travel Audits

by Barbara McNiff  
Budget and Fiscal Services Division  
Telephone: 202-720-3061

The National Finance Center (NFC) has advised us that many employees are not providing them with copies of their travel vouchers when they receive audit notices. NFC has advised us that if this continues, they will have no choice but to bill the employee for the total amount of the voucher that was selected for audit.

FSIS Notice 38-98, How to Handle a Travel Audit Notice, which was recently issued, informed employees to submit the audit notice to the Financial Processing Center (FPC). The FPC will provide NFC with a copy of the requested voucher. The fax number for the FPC is 515-334-2042 and the telephone number is 1 800-949-3964.

Audit notices may also be mailed to the FPC along with the other materials, such as Time and Attendance Reports.

In the October edition of the Beacon, we indicated that all employees should submit travel vouchers to the National Finance Center. This is incorrect. Field

Operations employees in the field as well as District Office employees should continue the current procedure, which is to send vouchers to the Financial Processing Center. Please update your records to reflect this correction.

### Taxable Travel Reimbursements

The General Services Administration (GSA) and the Internal Revenue Service (IRS) are continuing their debate over whether travel reimbursements for travel greater than 12 hours, but less than 24 is taxable. Not surprisingly, the IRS contends it is, while the GSA is arguing that it should not be. No decision has been reached yet, but the debate is expected to continue.

## SUPPLIES

### Services Rendered Forms (FSIS 5110-1)

by Pete Bridgeman  
Administrative Services Division  
Telephone: 301-504-4222

All field personnel in locations that used to be in the North Central Region have been using a different Services Rendered form, FSIS 5110-1T, for the past several years. This form has been discontinued, and all field personnel will now be using the same form, FSIS 5110-1, dated 8/86. All orders received in Landover for the FSIS 5110-1T will now be sent the FSIS 5110-1. If you have any questions about this form, please call the Financial Processing Center at 1-800-949-3964.

### Print Cartridges

We have been receiving a number of large orders in Landover for print cartridges for FAIM computers. You should never need to order more than 3 or 4 cartridges for one printer at a time. A cartridge will usually

last at least 1 to 2 months, depending on the amount of activity on a printer. If you order 3 or 4 at a time, and send a replacement order when you're down to 2 cartridges, (one in the printer and a spare), you should never run out, and you will not be unduly stocking up. The average cost of a print cartridge is \$38.00, and they will become less effective if they are sitting around on the shelf for a long time. Landover has been instructed to cut down any unusually large orders for print cartridges to a more reasonable amount.

### Moisture Resistant Government Locks

We now have a moisture resistant, heavy-duty government lock available from Landover, Item No. FSIS-56. This is for use in high moisture areas such as refrigerators and freezers. These locks are keyed the same as the standard government lock (FSIS-49). See Attachment 2 for the new items listing.

### Anti-Fog Eyeglass Wipes

At the Multi-District Safety Committee meeting held in Omaha, NE Peter DiMartino suggested that we provide anti-fog protection for eyeglass and safety goggle wearers. This is particularly helpful when frequently entering and exiting refrigerated spaces and freezers. We think this is a great idea, and we are now offering individually wrapped wipes soaked in anti-fog, anti-static solution, for this purpose. They come 100 wipes to a box, and the unit of issue is BX (Box of 100). The Item Number is FSIS-57 (See Attachment 2).

### Pant Gators

We now have Pant Gators available, Item No. FSIS-58. These are approximately 8" long pieces of neoprene with nylon lining and

velcro-like closures that wrap around the pant leg above the top of the boot. Worn snugly about the calf and over the top of the boot, the gators are for use in preventing extremely hot liquids from splashing into the boots and ultimately burning the foot. The usage is for places where hot water is frequently used, such as 180 degree sterilizers for knives and equipment, working with chemicals, etc. The unit of issue is EA (Each). Thanks go to Dr. Aurora Craver and Mr. Harry Thompson for bringing the need for these to our attention. (See Attachment 2).

### Clarification On Where To Send Supply Orders

In the November issue of *The Service Beacon*, we listed the new address and phone numbers for the Personal Property, Motor Vehicle and Supply Section (PPMVSS). This is not where you send your orders for supplies. They still go to the address in Landover, MD, found in the Supply Catalog, which is:

USDA, Landover Service Center  
3222 Hubbard Rd.  
Landover, MD 20785

### In-Plant Filing System

The In-Plant Filing Systems Guides, FSIS-44, no longer come with the Labels (FSIS-44A) as part of the set. These must be ordered as a separate item. If you recently received the In-Plant Filing System without the labels, you just need to order the FSIS-44A to get the labels.

### Government Postage Stamps

We have been receiving a lot of inquiries concerning a 33 cent government postage stamp. At this time, the U.S. Postal Service has no plans for printing a 33 cent government postage stamp. When the rates change in January, you will need to use either a 32 cent stamp

(FSIS-17A) with a 1 cent stamp (FSIS-17D) for standard postage, or you can use a 23 cent stamp (FSIS-17B) with a 10 cent stamp (FSIS-17C). Either way will work, and we have plenty of all of these types of stamp in stock. Do not order 33 cent stamps - we do not stock them.

## VEHICLES

### Justification For Larger Than Compact Sedan

by *Pete Bridgeman*

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*Brian McNiff*

Telephone: 301-504-4221

Administrative Services Division

All high mileage drivers are entitled to request a GSA Vehicle to drive. However, the only type of vehicle that we are authorized to request, without written justification approved by the District Manager, is a compact sedan. Any other type of vehicle, including any 4-wheel drive vehicle, mini-van, compact station wagon, mid-size or full-size sedan, or pick-up truck, requires a written justification, approved by the District Manager. All of these other types of vehicle are more costly to lease. There are currently 46 drivers, nationally, who are driving vehicles other than compact sedans. A listing will be provided to each District Manager of those vehicles being operated in their district that are not compact sedans with a request for the justification for these vehicles. For any vehicles that do not have a written justification, we will request that the GSA Motor Pool provide a compact sedan to replace the existing vehicle.

### High Mileage Drivers Claiming 32.5 Cents Per Mile

We are reviewing a listing from the National Finance Center (NFC) of all drivers who have averaged over 700 miles a month of claimed

mileage over the past 12 month period. This information is taken from travel voucher reimbursements paid by NFC. We are comparing this list against our listing of high mileage commitments submitted for FY99. We will provide a list to each District Manager of those drivers who have averaged over 700 miles a month but have not submitted a high mileage commitment to date. We will ask the District Managers to review this list to identify drivers who are still in a high mileage assignment and request high mileage commitments from those that are. Many of these drivers are claiming 32.5 cents per mile when they should be claiming the high mileage rate of 23.5 cents per mile.

We will offer GSA vehicles to all high mileage drivers who submit a request for one, usually within no longer than 3 months of the request, depending on availability out of the GSA Motor Pool. A driver may claim 32.5 cents per mile while waiting for their vehicle. If, however, a high mileage driver requests a GSA Vehicle, then refuses the vehicle when it is offered to them, they may then only claim 10.5 cents per mile to drive their own vehicle for the remainder of that fiscal year.

## OCCUPATIONAL SAFETY AND HEALTH

### Multi-District Safety and Health Committee Meetings

by *Harry Thompson*

Telephone: 214-767-9124, x-896

*Roger Perkerewicz*

Telephone: 303-497-5411, x-247

*Carol Leonard*

Telephone: 515-727-8980

*Harry Springfield*

Telephone: 215-597-4219, x-126

*Administrative Services Division*

The Multi-District Safety and Health Committee for the Districts of

Dallas, Springdale, and Lawrence had its initial meeting in Fayetteville, Arkansas on October 20.

Committee members attending were Billy Tischler and James Williams of the Dallas District, Paul Wood and Gayle Arasmith of the Lawrence District, and Jeannie Bauske and Robert Baker of the Springdale District. Harry Thompson, Safety and Occupational Health Specialist, Environmental, Health and Safety Branch (EHSB), Dallas coordinated the meeting.

The committee will meet twice a year in May and November with the meeting sites rotating through the three districts. Chairpersons for each meeting will be the committee members from the district hosting the meeting. Tenure for committee members is three years. However for the first three years two committee members will serve for one year, two members will serve for two years, and two members will serve three years.

Harry Thompson gave a presentation on the industrial hygiene equipment that the Agency has purchased to monitor health hazards. Harry also provided the committee with information on the OSHA hearing conservation requirements. The committee discussed air quality and bomb threat issues and the posting of required information and forms in the workplace.

Paul Resweber, Assistant District Manager for Enforcement, Springdale attended part of the meeting. Tom Wright, FSIS Safety and Health Manager, Washington, DC also attended the meeting and provided and discussed with committee members a draft planning guide for the development of safety and health issues and training instruments.

The next committee meeting will be hosted by the Dallas District. The

meeting is tentatively scheduled for May 1999 in College Station.

The Multi-District Safety and Health Committee for the Districts of Salem Alameda, Boulder, and Minneapolis has its initial meeting in Scottsdale, Arizona on October 22. Committee members attending were Harlan Kobayashi and Steve Lerma of the Alameda District; Gary Dahl, Roger Smith, James Graham and Darren Sisk of the Boulder District; Francis Fletcher and Ron Irvine of the Minneapolis District and Dwight Olson and Ken Charters of the Salem District. Roger Perkerewicz, Safety and Occupational Health Specialist, EHSB, Boulder coordinated the meeting.

The committee will meet three times a year in February, June, and October and will rotate meeting places through the four districts. Four committee members will serve for three years and the remaining six members will serve for two years. Co-chairpersons will be Steve Hedden and Gary Dahl. Each committee member will be expected to bring a presentation on a safety and health issue to a committee meeting.

Roger Perkerewicz provided the committee with information concerning the industrial hygiene capabilities of the equipment assigned to the field safety and occupational health specialists. Roger also led a discussion on the FSIS lockout/tagout program. Tom Wright, the FSIS Safety and Occupational Health Manager also attended the meeting and provided and discussed with committee members a draft planning guide for the development of safety and health issuances and training instruments.

The next committee meeting will be in the Salem District during the second week of February 1999.

The Multi-District Safety and Health Committee for the Districts of Des Moines, Madison, Chicago, and Pickerington met in Omaha, Nebraska on November 4 and 5. Committee members attending were Roger Bates of the Des Moines District; George Hays of the Chicago District; Raymond Wright and Mark Harpole of the Pickerington District; Richard Pence, Stephen Guryca, and Peter DiMartino of the Madison District; and Carol Leonard, Environmental, Health and Safety Branch, Des Moines. Carol who is the Safety and Occupational Health Specialist with responsibility for the four districts also coordinates the committee meetings.

Also in attendance for part of the meeting were David Kroger, President, Midwest Council of Food Inspection Locals and Victor Randecker, Chief, Environmental, Health and Safety Branch, Washington, DC. Victor gave a safety update and provided the committee with a draft copy and discussed the planning guide for the development of safety and health issuances and training instruments. The committee discussed responses to a questionnaire recently sent to Circuit Safety and Health Committees represented by the Multi-District Committee. The committee members judged the safety and health posters submitted for this year's contest. A winning poster was selected from each district that had a submission. The winners are:

Robert Sherard - Pickerington  
Paul Kopf - Chicago  
Kathy Wortman - Des Moines

The winning posters appear in Attachment 3 to this issue of *The Service Beacon*. The winners will be presented with an eight hour time-off award.

Roger Bates was re-elected chairperson of the committee, The next committee meeting will be held in March 1999 in the Chicago District.

The Multi-District Safety and Health Committee for the Districts of Albany, Beltsville, Boston, and Philadelphia met in Baltimore, Maryland on November 4 and 5. Committee members attending were Dana Brouard and Daniel Lessard of the Boston District, Augustus Fricker and Tom Lightner of the Philadelphia District, Ludwig (Lou) Habrel of the Albany District, Chris Robinson and Dorothy Coleman of the Beltsville District, and Harry Springfield, Environmental, Health and Safety Branch. Harry, who is the Safety and Occupational Health Specialist with responsibility for the four districts, coordinates the committee meetings.

The meeting was attended by Arthur Hughes, President, Northeast Council of Food Inspection Locals and Eldon (Skip) Sharpley, President, Mid-Atlantic Council of Food Inspection Locals. Also in attendance were Perfecto Santiago, Beltsville District Manager, Robert Owens, Safety and Occupational Health Manager, Office of Field Operations; Kevin Dressman, Environmental Protection Specialist and Elizabeth (Betsy) Kogan, Safety and Occupational Health Specialist, Environmental, Health and Safety Branch; Tom Diemart, Resource Management Specialist, Beltsville District Office, and James Fogel, Baltimore/Washington Circuit Safety and Health Committee.

Harry Springfield gave a presentation on lockout/tagout procedures including the FSIS directive and training requirements. Kevin Dressman provided and discussed with committee members a draft planning guide for the development of safety and health issuances and training instruments.

Perfecto Santiago discussed the alternative head protection project that was undertaken in the Beltsville District. Robert Owens discussed ozone issues in federally inspected meat and poultry plants. Each of the committee members also gave a safety and health presentation. The committee members judged the safety and health posters submitted for this year's contest. The winners are:

Clement R. Grainger, Beltsville: 1st place (\$250 spot award)  
Robert D. Ogan, Boston: 2<sup>nd</sup> place (\$150 spot award)  
Samir Hafez, Beltsville: 3rd place (\$100 spot award)

The winning posters appear in Attachment 3 to this issue of *The Service Beacon*.

The next committee meeting is tentatively scheduled to be held in March 1999 in the Philadelphia District.

#### **Carbon Dioxide**

by Roger Perkerewicz  
 Administrative Services Division  
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Carbon dioxide can be a colorless gas; a clear, colorless, volatile liquid or a white solid (known as dry ice). As a gas, it is produced naturally by human respiration and is essential for plant life. Outdoor concentrations of carbon dioxide range from approximately 350 parts per million (ppm) to 650 ppm depending on whether you are in the country or the city. Concentrations in a typical office environment can range from 500 ppm to 1,500 ppm.

In the solid form, it is used in meat and poultry plants to rapidly cool product. Exposures to carbon dioxide gas at elevated concentrations (15,000 to 20,000 ppm) can cause headaches, metabolic stress, and increased respiration. The Occupational Safety and Health Administration

(OSHA) exposure limit for carbon dioxide is 5000 ppm as an 8-hour time-weighted average, which is considered to provide a good margin of safety from these effects. In its solid form as dry ice, it can also cause frostbite of the skin.

Since carbon dioxide does not have warning properties (it is odorless and does not cause eye or respiratory irritation), the plant should monitor the amount of amount of carbon dioxide in the air wherever the chemical is used or stored.

Plants that use dry ice should have a local exhaust system to collect and remove the accumulated carbon dioxide gas rather than relying on the general ventilation system.

The Field Safety and Occupational Health Specialists can provide a detector badge that can give an indication of the amount of carbon dioxide in the air. The Specialists also have a portable air quality monitoring instrument that can measure the amount of carbon dioxide gas. Please contact your Field Safety and Occupational

Health Specialist if you believe that carbon dioxide levels are too high at your workplace.

## ISSUANCES

### Recent Agency Issuances

by Mary Wissman  
Administrative Services Division  
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The following notices and directives have been issued since the November 1998 edition of The Service Beacon. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 47-98 (10/20/98)  
Restoration of Forfeited Annual Leave

Notice 48-98 (10/21/98)  
Misuse of the Government-Provided Electronic Mail and Internet Systems

Notice 49-98 (10/23/98)  
Effect of Court Orders on Life Insurance Designations of Beneficiary

Notice 50-98 (11/17/98)  
Charging Leave During Hazardous Weather

Directives and notices are distributed automatically to applicable Agency employees and offices. Additional copies are available from the Printing and Distribution Section of the Paperwork Management Branch, Room 0157-South, Telephone: 202-720-4661.

**To comment on this newsletter or to submit an article for publication, please contact:**

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**Editor, *The Service Beacon***  
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The current and past editions of *The Service Beacon* are available electronically on the FSIS OpenDesk and Exchange mail systems as well as on the FSIS Website at: [www.fsis.usda.gov/OM/beacon.htm](http://www.fsis.usda.gov/OM/beacon.htm)



## ATTACHMENT 1

## FSIS OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR INSPECTION AND COMPLIANCE ACTIVITIES

### A PLANNING GUIDE FOR THE DEVELOPMENT OF ISSUANCES AND TRAINING INSTRUMENTS

Element	Description
<b>Administrative</b>	
Occupational Safety and Health Program	Defines the organization, mission, and goals of the FSIS Occupational Safety and Health Program; managers', supervisors', and employees' responsibilities; and the role of FSIS Safety and Health.
Recordkeeping	Identifies the recordkeeping documents for OSHA compliance, including, reporting, and the recording of injury, illness, and environmental evaluations and exposures.
Workplace Emergencies	Provides guidance for the emergency actions to be taken in the event of a workplace emergency, including evacuation procedures, the use of fire extinguishers, and securing natural disasters, measures to reduce the threat of terrorism-related violence, and workplace violence.
FSIS/OSHA Memorandum of Understanding	Provides guidance for FSIS inspection and compliance personnel to address serious workplace hazards affecting employees.
<b>Occupational Health</b>	
Hazard Communication	Ensures employees are aware of the physical and health hazards of the hazardous chemicals with which they work through MSDS, labels, written programs and training.
Air Contaminants	Provides guidance for the identification, measurement, and control of chemical air contaminants.
Formaldehyde	Provides criteria for the safe use, handling, and storage of formalin solutions to prevent inhalation and skin exposures.
Respiratory Protection	Provides criteria for the selection and use of respirators to

reduce exposures to hazardous air contaminants and relief from nuisance odors/dusts.

Zoonotic Diseases	Provides information on zoonotic diseases including avoidance and prevention.
Hearing Conservation	Provides criteria for noise exposure evaluation, audiometric testing and the selection and use of hearing protection.
Ergonomics	Provides guidance to reduce musculoskeletal injuries resulting from repetitive motion manual material handling (lifting, pushing, pulling) etc.
Thermal Stress	Provides guidance on engineering and administrative control measures taken to reduce the potential for heat and cold stress during periods of extreme temperatures.
Radiation	Ensures compliance with existing radiation protection standards established by NRC and USDA.

### **Occupational Safety**

General Plant Safety	Provides guidance on general safety hazards. FSC employees may be exposed to hazards, confined spaces, knives, machine guards, etc. and working conditions.
Lockout/ Tagout	Provides standard locking procedures for the shut-down/release of energy to equipment to prevent operation of equipment during re-op sanitation inspections.
Motor Vehicles	Provides guidance for the safe operation of government owned vehicles and privately operated vehicles on official business.
Medical Emergencies	Identifies criteria for providing trained first aiders and post-exposure follow up procedures for bloodborne pathogen exposure during medical emergencies.
Personal Protective Equipment	Provides criteria for the selection of hand, foot, eye, face and head protection through worksite risk assessment and training in equipment use and care.

## ATTACHMENT 2

## NEW ITEMS AVAILABLE FROM LANDOVER

## FROM THE SUPPLY SIDE (ORANGE SECTION OF THE CATALOG)

ITEM NUMBER	DESCRIPTION	UNIT OF ISSUE
2143	Compliance Folders (For Compliance Cases) - 2 Piece Red Pressboard, Brown Cloth Hinge and Metal Slide Fasteners (Top Hinge & Fastener), 8 1/2" x 11", 25 per Box, 3" Capacity	BX (Box 25)
30481	White Board Markers - Dry Erase Markers, Tube Style Black, Green, Blue & Red - Set includes one of each	SET
16501	Fine Point, Pen Style, PERMANENT INK, ideal for marking petri dishes, Black	DZ (dozen)
7382	Ultra Fine Point, Pen Style, PERMANENT INK, ideal for marking petri dishes, Black	DZ
9240	3-Hole Punch, Adjustable, Movable Paper Guide	EA

## FROM THE SPECIALTY ITEMS SIDE (GREEN SECTION OF CATALOG)

ITEM NUMBER	DESCRIPTION	UNIT OF ISSUE
FSIS-56	MOISTURE RESISTANT GOVERNMENT LOCK Heavy Duty Lock is keyed the same as the standard issue government lock (FSIS-49); is specially made to withstand high moisture exposure - comes with lock only (keys available through the district office - uses the same key as the standard government lock)	EA
FSIS-57	ANTI-FOG EYEGLASS WIPE Individually wrapped wipes, 100 per box, for use on glasses or goggles to prevent fogging during extreme temperature changes (in and out of freezers/refrigerators)	BX (box 100)
FSIS-58	PANT GATORS 8" elastic, neoprene with nylon lining, velcro side closure designed to wrap around leg above boot top, for use as protection from splashing of extremely hot liquids, prevents liquids from getting into boot. Comes as each.	EA

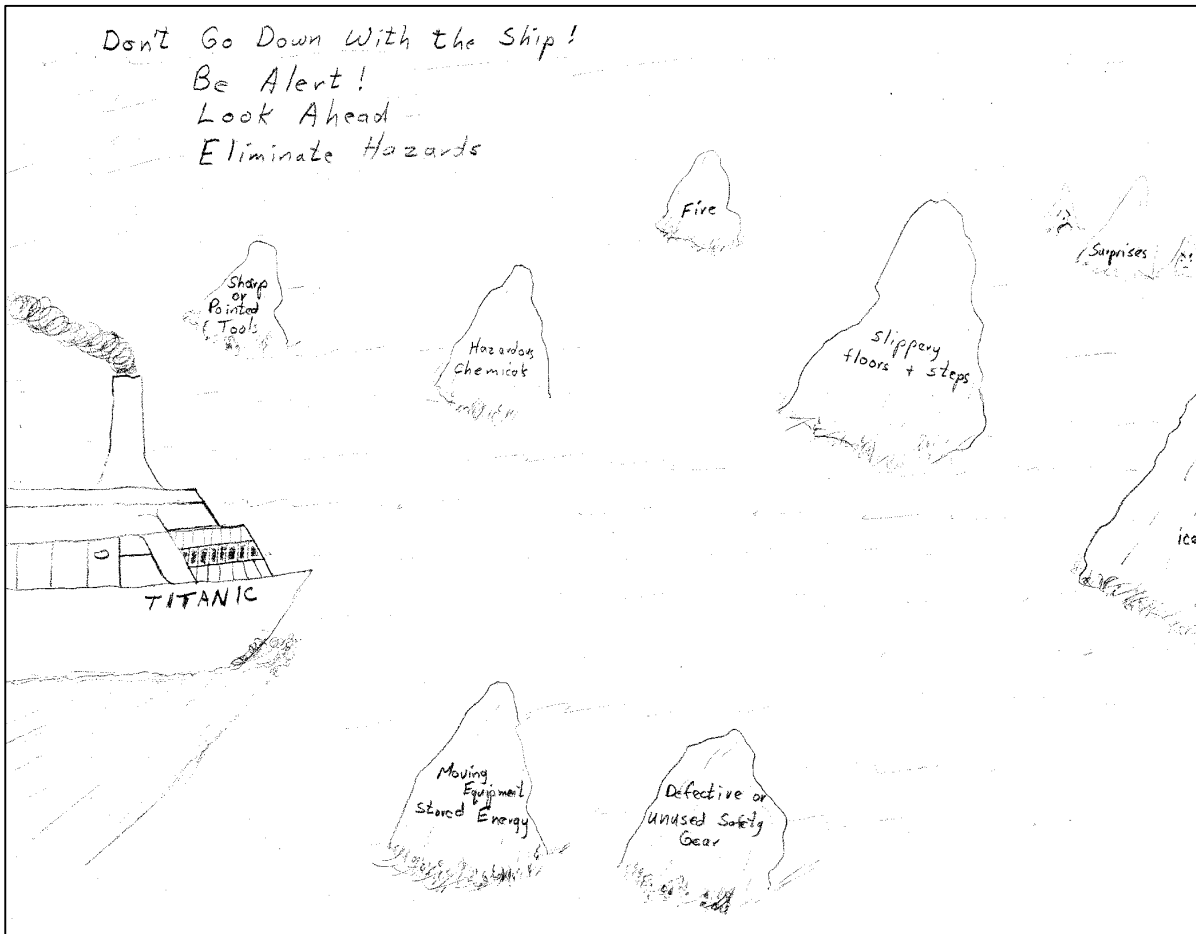
**1<sup>st</sup> Place: Clement R. Grangier, Supervisory Food Inspector, Beltsville District**



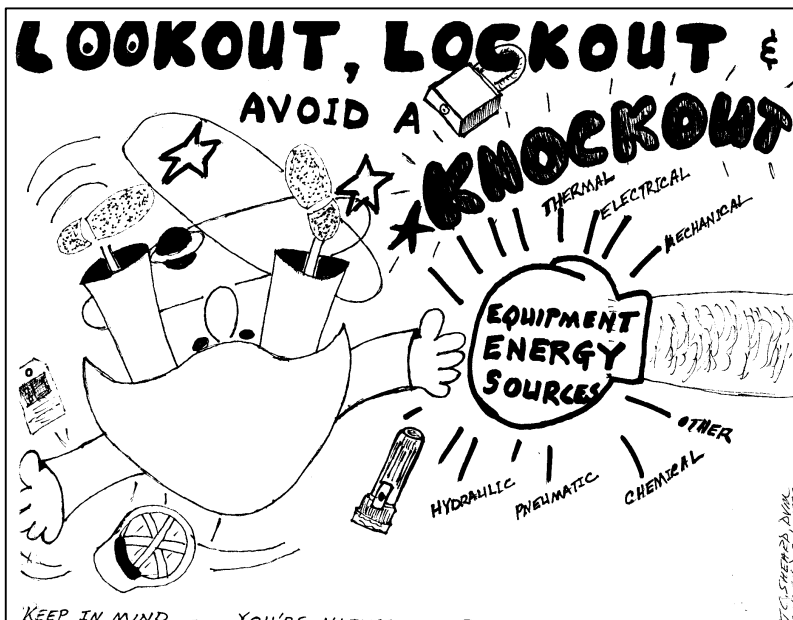
**2<sup>nd</sup> Place: Robert Ogan, Food Inspector, Boston**



**3<sup>rd</sup> Place: Samir Hafez, Supervisor Veterinary Medical Officer, Beltsville District**



Winner, Chicago District: Paul Kopf



Winner, Pickerington District: Dr. Robert Sheard



Winner, Des Moines District: Kathy Wortman